



## REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, July 21, 2010
<b>POSITION TITLE:</b>	Chief, Human Resources Branch	<b>FINAL FILING DATE:</b>	Tuesday, August 3, 2010
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	07212010_1

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administrative Services Division, the Chief of the Human Resources Branch (HRB) develops, administers, and evaluates departmental policy relative to the Department's human resource management functions, directs all activities of the Human Resources Branch, and is responsible for diversity and workforce and succession planning activities. Functions within the Branch include: classification and pay, payroll and benefits, hiring, selection, recruitment, labor negotiations, training, diversity outreach, employee performance and discipline, workplace violence prevention, Workers' Compensation, Employee Assistance Program, wellness; economic interest, conflict of interest, training grant administration, and oversight of the State Plan's Comprehensive System of Personnel Development (CSPD) commitment.

The incumbent will advise the Deputy Director for Administrative Services, the Directorate, and other department managers on specific issues and policy matters relative to personnel, labor relations, staff development and workforce and succession planning.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Direct managerial or supervisory experience in the areas of Personnel management and/or training issues and policy consultation. 2. Demonstrated experience in developing policies and providing consultation to address and resolve management issues within a service-oriented environment. 3. Demonstrated knowledge of personnel practices and procedures. 4. Demonstrated knowledge of policy consultation and development. 5. Thorough knowledge of the Civil Service Laws and Rules. 6. Team management and creative problem solving skills. 7. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs. 8. Knowledge of the federal and state regulations that apply to and impact the work of the Department and the department's mission, goals, programs, and policies.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Human Resources Branch**, with the **REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee, using pre-established, job-related evaluation criteria developed from the minimum qualifications, knowledges and abilities, and desirable qualifications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. (NOTE: For this reason, it is extremely important that candidates take special care in accurately filling out their application and "Statement of Qualifications.")

A minimum rating of 70% must be attained to obtain list eligibility. Each candidate will be ranked competitively and notified in writing of their examination results.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve (12) months.

### **FILING INSTRUCTIONS**

Applications received without the "Statement of Qualifications" will be rejected.

Submit application, resume and State of Qualifications to:

Department of Rehabilitation Selection Services Unit - Luz Brodrick 721 Capitol Mall Sacramento, CA. 95814

Applications and Statements of Qualifications must be received at the location above NO LATER

THAN 5:00 PM on the final filing date regardless of the method of delivery. Applications and Statement of Qualifications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. FAXED or e-mailed Applications and Statements of Qualifications will not be accepted.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Applications received without the "Statement of Qualifications" will be rejected.

**Applications must be submitted by the final filing date to:**

REHABILITATION, DEPARTMENT OF, Human Resources Branch  
721 Capitol Mall, Sacramento, CA 95814  
Luz Brodrick | (916) 558-5574 | [lbrodric@dor.ca.gov](mailto:lbrodric@dor.ca.gov)

**ADDITIONAL INFORMATION**

This position is PENDING CONTROL AGENCY APPROVAL.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>